

# **ACADEMIC QUALITY IMPROVEMENT PROGRAM (AQIP)**

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## AQIP Steering Committee Minutes

March 29, 2016

Kent Library 318

**Members:** Present: McAllister, presiding; Bai, Bengston, Bohannon, Jacobsen, Lockhart, Loenneke, Skinner, Wilde, Zhang.

1. Dr. McAllister opened the meeting by providing all the members with a handout outlining the current action projects. McAllister noted we currently have five action projects with one in draft form.

The action projects are as follows:

**Conducting a Data Audit of Faculty Assignments and Workload** – This is a new project focusing on reporting faculty loads. This will make it easier for the Deans and Chairs to keep up with the needs in their colleges/departments. McAllister noted a data audit of faculty is ready to go this Fall, 2016.

**Developing a Systemic Approach to Retention Practices and Procedures** – This is the oldest project. It has been going on for three years. Trent Ball is heading this project and continues to obtain good data from it. Trent will soon be providing an annual report.

**Development, Implementation and Assessment of Formatted Course-Level Student Learning Outcomes** – Daryl Fridley is currently revamping the Student Learning Outcomes and their Moodle connection. An assessment review will indicate how the SLOs are tied to outcomes as they happen. There will be an annual update for the SLO project. The history will indicate how it has evolved over time.

**Development, Implementation and Assessment of Program-Level Learning Outcomes** – This project has not been activated. Plans are to activate it next month.

**Graduate Placement Data Collection, Reporting and Assessment** – This has to do with obtaining information on our graduates after they leave Southeast. This would offer a tool for departments to determine if students were working within the area of study. Career Services is currently looking at social media such as Facebook and LinkedIn as a means of staying in touch with our graduates.

**Improve Student Engagement through Co-Curricular Program Development and Assessment** – Dr. Skinner and student government has been working on this project. Dr. Skinner provided Dr. McAllister with his annual update and request to close the project.

2. **HLC (Higher Learning Commission) Annual Institutional Update** - Dr. Bai reported on this stating the update is due next Monday, April 4, 2016. Dr. Bai stated the report requires a very comprehensive profile of our institution. If not completed in a timely fashion, the result could affect our accreditation.
3. HLC Annual Conference, April 16-19, 2016 – Dr. McAllister noted the conference in Chicago, Illinois will be attended by Dr. Bai, Dr. Kunkel and Dr. McAllister. Topics will include systems portfolios and campus visits.

Meeting was adjourned. The next meeting of the AQIP Committee will take place in next fall.

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***NEXT MEETING: September, 2016***